

Montgomery County Under 21 Activity Fund FY 2005 Application Packet

Montgomery County has made funds available to be used as matching funds for Under 21 activities sponsored by community groups.

Community based groups can apply for money from this fund by filling out the attached application.

Projects can apply for up to \$1,500. Matching funds of 30% are required (see tip sheet).

Applications will be reviewed by a team of county government, local agency, and community people. Qualified applications will be fully or partially funded until the fund is depleted.

The deadline is Nov. 15, 2004.

This application packet contains:

- application requirements
- criteria for consideration of applications
- application form
- tip sheet on planning Under 21 activities

Prevention is a proactive process which empowers individuals and systems to meet the challenges of life events and transitions by creating and reinforcing conditions that promote healthy behaviors and lifestyles. Substance abuse prevention envisions that Montgomery County residents will have access to quality prevention services and all people will be educated in ways that will improve and maintain good prevention practices for themselves and their families. Risk and protective factors encompass psychological, behavioral, family, and social characteristics. Risk factors have a differential impact on the individual depending on the phase of development. Protective factors are not always the opposite of risk factors. Their impact also varies depending on the phase of development. Prevention efforts can enhance protective factors and move toward reversing or reducing risk factors. Research has shown that the vulnerable periods for youth are during the major transitions in life. (Resource: Preventing Drug Use Among Children and Adolescents, available in English and Spanish)

Questions?? Call Meg Baker at 240-777-1123

Montgomery County Under 21 Activity Fund APPLICATION REQUIREMENTS

1. Community groups applying must contribute **matching funds** of at least **30%** of the amount applied for. *(For example, an application for \$1,500 must show a match of \$450.)* These matching funds can be in kind contributions and can include facility costs, chaperone costs, entertainment costs, volunteer time, or other services.
2. **Adequate adult supervision** must be provided.
3. For one time events with over 50 young people, there must be a ratio of **1 adult** for every **25 youth**, Montgomery County **Department of Recreation staff must be involved in the planning** of the event, and must be part of your staff. You may need to include the police. Please consider the cost of the Recreation and Police in your budget. Their hourly rate is included in the Tip Sheet.
4. **Youth must be involved in planning the activity.** * The application **must include** the names of all involved. For youth, the first name is acceptable.
5. Because of the lateness there will not be an Under 21 Activity Grant Workshop. For first time applicants, an individual appointment must be made to receive technical assistance.
6. Incomplete or illegible applications will be removed during the review process. A notification letter will be sent.
7. FY 04 projects must have submitted the end of project summary.

CRITERIA FOR CONSIDERATION OF APPLICATIONS

Applications for recurring activities and one time events are encouraged. Applications that address the following priorities will be given preference:

1. Middle and high school students
2. High risk times
 - after school hours
 - half days
 - school holidays/breaks
 - evenings before a school holiday
 - weekend evenings
 - prom/graduation/homecoming (post proms will receive funding under the umbrella organization of Montgomery County Project Prom/Graduation)
3. Involvement of the faith and business communities
4. New programs and innovative ideas
5. A substance abuse prevention education component must be included during the project period. (could include handouts, pamphlets, posters, etc.)
6. FY 04 projects must have submitted the end of project summary.

Return application to:

DHHS Substance Abuse Prevention Office-Under 21 Fund
2424 Reddie Drive, 2nd Floor Wheaton, MD 20902
Phone 240-777-1311 or meg.baker@montgomerycountymd.gov
Faxed applications will not be accepted.

REMEMBER the deadline is Nov. 15, 2004

Montgomery County Under-21 Activity Fund

FY 2005 APPLICATION

Please be legible!

Group Name: _____

Contact Person: _____

Telephone Number: _____

Email Address (please be legible): _____

Address: _____

Have you received Under 21 Grant funds before? _____ **If Yes, when?** _____

-- Amount Requested: _____

-- Match Provided: _____

Specify Source (s) of Match: _____

1. Describe your group: _____

2. What activity are you planning to carry out? Please specify type of activity, date(s), location, what

will take place, who will be served. _____

3. How many youth can participate? _____

4. Please describe plans for supervision/chaperoning of youth. _____

5. Please list names of youth who will be involved in planning the event. First names, only, are acceptable.* This is required. What parents will be involved in planning the event? _____

6. BUDGET. Please specify how money will be spent. One time events require Recreation and Police staffing, include those costs. In kind includes: in kind contributions and can include facility costs, chaperone costs, entertainment costs, volunteer time, or other services.

Category	Amount	In Kind
Staff (see table on tip sheet)		
Police	\$ 45/hr/per officer	
Recreation	\$12.73/hr/per staff person	
Sponsoring organization (including volunteers)		
Supplies		
Equipment Rental		
Entertainment		
Planning/Publicity activities		
Other		
Project Total		

Project Total _____ x .70 = _____ amount requested.

Project Total _____ x .30 = _____ amount of match to be raised by you

Signature and date: _____

Planning Tips:

1. Recurring **after school** activity (class, club etc.)

- Limit the event to either middle school or high school, not both.
- Contact the after school coordinator at your middle school for planning help.
- Minimum of 2 adults, with ratio of at least 1:25
- Remember to figure budget costs for the number of times the activity will take place (example: 2 hours per week for 6 weeks is 12 hours)
- Have an emergency evacuation plan
- Have a plan of action if a fight takes place
- Have basic supplies for first aid, remember vinyl gloves
- Have emergency contact numbers available
- Address transportation needs of children

2. If you are planning **an evening or half day of school event**

(some of these apply mainly to a business site)

- Contact Stephanie White at the Recreation Department at 240-777-6973 for help
- Make sure the site layout permits adequate movement flow and sight lines
- The restaurant must have a good record with the police, the Board of License Commissioners.
- The event must be for either middle school or high school, not both
- The parking area must have adequate lighting
- The ratio of adults to students should be 1:25 (including staff)
- All alcohol must be locked up and coolers sealed off
- Remove all alcohol signage
- Provide food (snacks) free or nominal charge
- Provide entertainment, such as a DJ
- Close the business to the public during the event
- Do not hold the event on a night before a school day
- End the event by 11:30 PM (this allows for the provisional driver's license)
- Dress code: no marijuana t-shirts, alcohol ads, no suspected gang paraphernalia (bandanas, uniform colors)
- Require ID
- Students who leave may not reenter
- No smoking
- Adequate security at the door to prevent contraband (discuss with staff)
- Require volunteers to arrive 30 minutes early for training
- Have an emergency evacuation plan
- Have a plan of action if a fight takes place
- Have a basic supplies for first aid, remember vinyl gloves
- Have emergency contact numbers available
- Address transportation needs of children

Plan your **budget**

- **You may charge admission** (encouraged), this will help you pay for your match.
- A scholarship plan can help low income students.
- Calculate your 30% match (for each \$10 of grant money you must supply \$3)

Include:

Volunteers (figure the cost at the same rate as paid staff)
In-kind donations (food, printing, etc.) at market value
Cash paid for entertainment, food, supplies, publicity
Rent (ask the school business office for the room rental rate if using school)
School staff at a stipend rate (this changes yearly-check with your school)

Additional Contacts:

Meg Baker:

Drawing the Line on Underage Alcohol Use: 240-777-1311 or 301-718-2467

MC Project Prom/Graduation: 301-515-7100

Stephanie White, MC Dept. of Recreation: 240-777-6973

Officer Bill Morrison, MC Dept of Police: 301-840-2719

Kathie Durbin, Community Outreach Dept. of Liquor Control: 240-777-1917

Substance Abuse Prevention Office:

Dorothy Moore, Substance Abuse Prevention Coordinator: 240-777-1116

Gillian Williams-Luke, PAA: 240-777-1311

Lori Goodman, Ex. Director, Family Support Center: 301-718-2467